

VACANCY ANNOUNCEMENT NUMBER: 04/09/50 - A
--

OPEN TO: AEFMs / American Citizens

POSITION: Office Management Specialist, FSN-6 (OR) or FP-8 (EFM/MOH/NOR) (currently being reclassified)

OPENING DATE: November 19, 2004

CLOSING DATE: Vacancy will close when a qualified candidate applies to this position

WORK HOURS: Full time, 40 hours per week

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lima, Peru is seeking an American citizen for the position of Office Management Specialist (OMS) to provide executive administrative support to the Deputy Director of the U.S. Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION

Incumbent will work under the direct supervision of the **NAS Deputy Director** and will provide OMS services to the NAS Director in the absence of the Director's OMS. The Deputy Director's OMS is part of a three person OMS team.

He/she will be responsible for managing the Deputy Director's calendar, appointments with Peruvian and international contacts, including high level ministerial counterparts, and organizing all aspects of the Deputy Director's travel (both domestic and international). Incumbent is responsible for the maintenance of all classified files and records within NAS and for making them accessible to staff members. Incumbent will assist the NAS Administrative Officer with special projects that involve classified materials; including drafting and reporting responsibilities as assigned.

Incumbent will work as part of the team in the NAS front office to receive, review and control incoming and outgoing correspondence and communications; will escort and receive visitors to NAS; will type classified and administratively controlled materials; and will draft correspondence of a highly varied and complex nature.

Incumbent will provide the 12 member group of U.S. cleared employees (PASAs and Guardians) with administrative support as needed including word processing and other computer support in the preparation of letters, cables, memos, purchase orders and other forms; will maintain communication with NAS personnel at ten field locations; will translate documents of sensitive nature; will assist in organizing VIP visits, meetings and conferences; and will prepare representational vouchers for all NAS Officers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact Claudia Canessa at extension 2168.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of high school education is required.
2. At least two years of experience in the administrative field is required.
3. Level IV (fluent) English proficiency and level III (good working knowledge) oral Spanish proficiency, level II (limited knowledge) written, required.
4. Knowledge of Microsoft Word, Excel, Outlook, Access, PowerPoint is required.
5. Ability to type 40 wpm is required.
6. Strong organizational skills required.
7. Position requires a secret security clearance.

SELECTION CRITERIA

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Successful candidate must be able to obtain the required security clearance (secret level).

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: Human Resources Office, Attention: George Skarpentzos.

POINT OF CONTACT: Human Resources Office, 434-3000 ext. 2168. Fax: 434-1302.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen
 - Spouse or dependent who is at least age 18
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**VACANCY WILL CLOSE WHEN A QUALIFIED CANDIDATE
APPLIES TO THIS POSITION**
An Equal Opportunity Employer